



# THE WAR MEMORIAL

Located on West Lafayette Street Near The State  
House In Trenton's Historic Capitol District

Administrative Office:  
609-984-8484

Box Office:  
609-984-8400

Mailing Address:  
State of New Jersey  
Department of State  
P.O. Box 232  
Trenton, NJ 08625

## TRENTON WAR MEMORIAL ROOM RENTAL APPLICATION

Page 1 of 2

Organization/Presenter/Renter:

Is this non-profit organization? If so, please provide proof of non-profit status such as  
copy of your 501-C 3 not-for-profit incorporation certificate.

\_\_\_\_ Non-Profit      \_\_\_\_ For-Profit      \_\_\_\_ Governmental Organization

Description of event:

Contact person: \_\_\_\_\_ 2<sup>nd</sup> Contact person: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Daytime telephone: \_\_\_\_\_

Evening telephone: \_\_\_\_\_ Evening telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address:

Date(s) of event:

Starting time of event:

Ending time of event:

Time span (including set-up and breakdown time for outside caterer/florist etc...)

Number of guests:

***Please check which rental space you desire:***

George Washington Ballroom\_\_ (499 without tables, 250 with tables)

Patriots Theater Stage\_\_\_\_\_ (as add on to the Ballroom only. For full theater rental, please fill out Theater Rental Application)

Delaware River Room\_\_\_\_\_ (199 capacity)

Turning Point Conference Room\_\_\_\_\_ (49 capacity)

Woodrow Wilson Board Room\_ (49 capacity)

Will you serve/sell alcoholic beverages to your guests: Yes \_\_\_\_No\_\_\_\_

Will you need additional day/time for set-up, rehearsal, load-out? Yes\_\_No\_\_\_\_

Will you be using audio/visual equipment? Yes\_No\_\_\_\_

Please describe equipment required for event\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note: The War Memorial management, in consultation with the client, determines the labor requirements for each event. The client is provided with an estimate of labor costs prior to the signing of the contract. The crew fee includes room set up and breakdown as well as equipment management.

**Please sign and return this application to:**

The War Memorial  
PO Box 232  
Trenton, NJ 08625

**Or fax to: 609-777-0581**

Signature \_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

For further information and to ensure your fax was received, please call 609-984-8484.

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